

- A pump station will be constructed as part of this project. The pump station will replace the Windham Fire Pump and the Androscoggin Street Pump Station.

F. SOLID WASTE

- Solid Waste will be the responsibility of Home Owners Association.

G. AESTHETICS

- A letter from the Maine Department of Conservation dated December 12, 2005 has confirmed that no rare botanical features have been documented in the project area.
- A letter from the Maine IF&W dated January 17, 2006 confirmed that no endangered fish species or habitat exists in the vicinity of the project.
- A letter from the Maine Historic Preservation Commission dated June 27, 2007 confirmed that there will be no historic or archaeological properties affected by the proposed development.
- The applicant received approval from the MDEP a Voluntary Response Action Program No Action Assurance Letter on November 9, 2005. The letter agreed with the applicant's proposed contamination mitigation plan. The plan included the removal and/or containment of soils contaminated by petroleum and PCBs.

H. CONFORMITY WITH LOCAL PLANS AND ORDINANCES

- Comprehensive Plan:
 - The project is located within the South Windham Growth Area as depicted on the 2003 Future Land Use Map. The project also falls under Chapter 1, Section H, Subsection 6 that states, "A portion of South Windham, directly across the Presumscott River from Gorham, should be designated as a growth area..."
- Land Use Ordinances:
 - The application meets the standards of the Village at Little Falls Contract Zone Agreement. In particular, all of the proposed uses in the proposed subdivision are listed in the uses permitted by the contract zone. As a result, the Village at Little Falls subdivision application is governed by, and only by, the standards of the Village at Little Falls Contract Zone.
 - Community Facilities Impact Analysis:
 - The applicant's analysis finds that the improvements to the site (removal of derelict mill building and pump station construction), increase in property taxes, off-site improvements to Depot Street, and recreation fees will offset the increase of 8 students in the school system.
- Others:
 - Fire Department: The Fire Department submitted a memo dated August 10, 2007. The memo confirmed that the turning radii within the development have been adequately designed for emergency vehicle movement. In addition, the memo stated the following:
 - The Department's objection to additional speed bumps on the SAPPI access drive,
 - Snow removal around the fire hydrants should be performed by the Condominium Association (language was added to the Condo Association documents),
 - On-street parking should be restricted (a condition of approval has been added).

I. FINANCIAL AND TECHNICAL CAPACITY

- The applicant has submitted documents of financial and technical capacity.

J. RIVER, STREAM OR BROOK IMPACTS

- The project site is adjacent to the Presumscott River. The project has been designed to treat the quality of water discharged into the river. See Section C. Soil Erosion, above.
- The stormwater management plan calls for water to be discharged to the river prior to flood stage. The beat-the-peak method is appropriate for a site adjacent next to the river.
- The applicant received a Conditional Letter of Map Revision for Fill (CLOMR-F) from the Federal Emergency Management Agency (FEMA) on May 8, 2007. The map revision will amend the flood rate maps once the as-builds for the project are submitted to FEMA.

CONCLUSIONS

1. The proposed subdivision **will not** result in undue water or air pollution.
2. The proposed subdivision **has** sufficient water available for the reasonably foreseeable needs of the site plan.
3. The proposed subdivision **will not** cause an unreasonable burden on an existing water supply.
4. The proposed subdivision **will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
5. The proposed subdivision **will not** cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.
6. The proposed subdivision **will** provide for adequate sewage waste disposal.
7. The proposed subdivision **will not** cause an unreasonable burden on the municipality's ability to dispose of solid waste.
8. The proposed subdivision **will not** have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
9. The proposed subdivision **conforms** with a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
10. The developer **has** adequate financial and technical capacity to meet the standards of this section.
11. The proposed subdivision **is** situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, subchapter I, article 2-B M.R.S.A.
12. The proposed subdivision **will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
13. The proposed subdivision **is** situated entirely or partially within a floodplain.
14. All freshwater wetlands within the proposed subdivision **have** been identified on the plan.
15. Any river, stream, or brook within or abutting the subdivision **has** been identified on any maps submitted as part of the application.
16. The proposed subdivision **will** provide for adequate storm water management.
17. If any lots in the proposed subdivision have shore frontage on a river, stream, brook, or great pond as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision **has** a lot depth to shore frontage ratio greater than 5 to 1.
18. ~~The long-term cumulative effects of the proposed subdivision will/will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.~~
19. ~~For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.~~
20. Timber on the parcel being subdivided **has not** been harvested in violation of rules adopted pursuant to Title 12, section 8869, subsection 14 M.R.S.A.

CONDITIONS OF APPROVAL

1. Approval is dependant upon, and limited to, the proposals and plans contained in the application dated June 1, 2007, as amended August 24, 2007 and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Planning Board.
2. The applicant will obtain a 20 foot grading easement from Pan Am to construct the proposed retaining wall. The applicant shall also obtain from Pan Am the right to remove two buildings that encroach on the Pan Am property.
3. The applicant shall install no parking signs along the length of Dogwood Drive. The placement of these signs shall be incorporated into the plans and approved by the Fire Department.
4. The applicant shall pay a recreation impact fee of \$36,000.00. The fee shall be paid on a per unit basis prior to the issuance of a certificate of occupancy for the unit(s) on which a fee is owed.
5. The Town of Windham's stormdrain from Depot Road to the Presumscott River shall be replaced to the Public Works Director's satisfaction prior to the base pavement of Lavender Lane.

Town of Windham

Planning Department
8 School Road
Windham, ME 04062

voice 207.892.1902

fax 207.892.1916

October 25, 2007

HRC Village at Little Falls
Attn: Steve Etzel
2 Market Street
Portland, Maine 04102

Dear Mr. Etzel:

I am writing to confirm the Planning Board's approval of the Village at Little Falls application for the property located at 7 and 13 Depot Street, identified on Tax Map: 38, Lots: 6, 7, Zone: Little Falls Contract Zone.

For your records, the Planning Board voted four (4) to zero (0) to approve the site plan application with conditions. The motion was made by Dave Nadeau and seconded by Keith Williams.

Enclosed, please find the findings of fact and conclusions and conditions of approval.

Sincerely,



Brooks More, AICP
Director of Planning

Enclosure: Findings of Fact and Conclusions

FINDINGS OF FACT

Utilization of the Site

- The central portion of the site is occupied by the abandoned mill building. In addition, the slabs or foundations of other structures still remain. The site is directly adjacent to the Presumscott River and Little Falls Dam.
- The downstream portion of the site is wooded.
- The proposed development will removed the existing mill building, concrete foundations and assorted debris.

Vehicular and Pedestrian Traffic

- The findings of the traffic study, and the Town's peer review, are found in the subdivision review.
- The applicant will be contributing to utility and roadway improvements on Depot Street. These improvements are a joint project of the Town, applicant and Portland Water District. The applicant has stated their willingness to obtain bid pricing for the Depot Street improvements.
- The plan provides internal sidewalks on one side of each roadway.

Sewage Disposal and Groundwater Impacts

- See Subdivision Review.

Stormwater Management

- See Subdivision Review.

Erosion Control

- See Subdivision Review.

Utilities

- All utilities have been proposed to be placed underground.

Financial Capacity

- See Subdivision Review.

Landscape Plan

- The applicant has provided a landscape plan on sheet L1. In addition to existing vegetation along the Pan Am railroad right-of-way, the project provides adequate screening for abutting properties.
- The landscape plan includes riverbank restoration on the Presumscott River. This work is being done in accordance with the DEP permit and instructions from the Department of Inland Fisheries and Wildlife.
- Maintenance language for the stormwater treatment plantings has been added to the Condominium Association Documents.

Conformity with Local Plans and Ordinances

- See Subdivision Review.

Impacts to Adjacent/Neighboring Properties

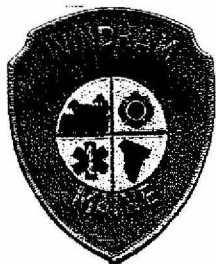
- The removal of the abandoned mill building and associated industrial waste will improve conditions in the South Windham neighborhood.

CONCLUSIONS

1. The plan for development **reflects** the natural capacities of the site to support development.
2. Buildings, lots, and support facilities **will** be clustered in those portions of the site that have the most suitable conditions for development.
3. Environmentally sensitive areas, including but not limited to, wetlands; steep slopes; flood plains; significant wildlife habitats, fisheries, and scenic areas; habitat for rare and endangered plants and animals; unique natural communities and natural areas; and, sand and gravel aquifers **will** be maintained and protected to the maximum extent.
4. The proposed site plan **has** sufficient water available for the reasonably foreseeable needs of the site plan.
5. The proposed site plan **will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
6. The proposed use and layout **will** be of such a nature that it will make vehicular or pedestrian traffic no more hazardous than is normal for the area involved.
7. The proposed site plan **will** provide for adequate sewage waste disposal.
8. The proposed site plan **conforms** to a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
9. The developer **has** adequate financial capacity to meet the standards of this section.
10. The proposed site plan **will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
11. The proposed site plan **will** provide for adequate storm water management.
12. The proposed location and height of buildings or structure walls and fences, parking, loading and landscaping shall be such that it **will not** interfere or discourage the appropriate development in the use of land adjacent to the proposed site or unreasonable affect its value.
13. On-site landscaping **does** provide adequate protection to neighboring properties from detrimental features of the development that could be avoided by adequate landscaping.

CONDITIONS OF APPROVAL

1. Approval is dependant upon, and limited to, the proposals and plans contained in the application dated July 1, 2007, as amended August 24, 2007 and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Planning Board.



Planning Board
Project Review Form

Date: June 22, 2007

To: Director of Planning Brooks More

From: John K. Wescott Deputy Chief **Roosevelt Trail Commercial Storage Facility**

Project Address: Village at Little Falls

Tax Map

Comments: We have reviewed the preliminary site and utility plans for the Village at Little Falls. We approve of the 4 proposed fire hydrant locations. Due to the high residential density and the close proximity from building to building we would request that all of these buildings have installed an approved NFPA 13R automatic sprinkler. We would also request all buildings with 3 or more units have and approved NFPA 72 fire alarm system. We have concerns about the dead end street previously called Dogwood in the preliminary sketch. We would request that the easterly side of this street be clearly marked and posted "no parking fire lane", as well as the turn around at the end of the street. This would allow us access as needed. I understand at this point the names of the streets for this project are still being worked out. However, it must be stated that the fire chief and the assessor's office would agree upon all street names. This would enhance our public safety response with regards to misinterpretation of street name in an emergency.

_____ I have no concerns with this project.

Signature: _____ **Date:** _____

VIL_RESP01508

JENSEN BAIRD GARDNER HENRY

Attorneys at Law

TEN FREE STREET

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KENNEBUNK, MAINE 04043

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RICHARD H. SPENCER JR.
ALAN R. ATKINS
RONALD A. EPSTEIN
WILLIAM H. DALE
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F. BRUCE SLEEPER
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NATALIE L. BURNS
SALLY J. DAGGETT
BRENDAN P. RIELLY
SUZANNE R. SCOTT
MARCIA G. CORRADINI
JONATHAN T. NASS

March 21, 2007

Doug Webster, Town Planner
Town of Windham
8 School Road
Windham, ME 04062-4899

Re: Village at Little Falls Contract Zone Agreement

Dear Doug:

You have asked me to opine as to whether the changes in the building types provided for in the Village at Little Falls contract zone of June 2005 that are now proposed need to return to the Town Council for an amendment to that contract zone or whether the Planning Board has authority to proceed without such an amendment. Specifically, Section 3 of the contract provides for a mix of 85 units in various multi-unit buildings containing up to 16 units each. The project has changed so that there are still 85 units, however, there is no building as large as a 16 unit building, but rather there are 2 twelve (12) unit buildings and a mixture of other types of townhouses and duplexes, as well as one single family dwelling.

The contract at Section 5 provides that any amendment involving a change in the permitted uses or an increase in the number of dwelling units will require action by the Town Council, but that all other changes need only be approved by the Planning Board. The additional question that relates to this is whether the change in the proposed site plans entails an actual change to the contract. I do not read Section 5 as specifically relating to an actual contract amendment, but rather as an amendment to the underlying original site plan/subdivision approval. As such, it is my opinion that the contract itself does not need to be amended since there is no substantial change in the proposal taking place and further, since the change that is occurring does not relate to the permitted uses or the number of dwelling units, the only action required is for the Planning Board to

VIL_RESP01509

~ Over 50 Years of Service ~

Jensen Baird
Gardner Henry

March 21, 2007
Page 2

review whatever amendments that may be required to the underlying site plan/subdivision approval.

I hope this answers your and the Boards' questions in this regard. If you need anything further from me, please let me know.

Very truly yours,

A handwritten signature in black ink, appearing to be 'KMC', with a long horizontal flourish extending to the right.

Kenneth M Cole III

KMC/lts

cc: Roger Timmons, Community Development Director
Anthony T. Plante, Town Manager

VIL_RESP01510

March 22, 2007

TO: Windham Planning Board
FROM: Doug Webster, Planning
RE: 07-06 Village at Little Falls
Addendum to 3/21/07 Memo

Introduction:

After compiling and sending the memo regarding Little Falls, I had an opportunity to talk with Mr. Lee Allen at Northeast Civil Solutions. As a result of that discussion, I have a few corrections to the memo dated 3/21/07.

There were also a few attachments that relate to the Little Falls project that have been attached to this update. These attachments include; (1) Subdivision and Site Plan checklists filled out by Planning, and (2) Memo to Ken Cole regarding a request for a legal opinion.

Corrections to Planner's 3/21/07 Memo:

- A.2: The wetland will be permitted under the full NRPA permit. If this were the only DEP issue on the lot, it would be eligible for a PBR but since the site is triggering a full permit, the filling will become part of the full permit.
- A.4: The fence is being required for safety purposes since the velocity of the river is quite high in this location.
- A.6: The FEMA application is a two-part process. It begins with a "Conditional" CLOMR-F. The "C" is for conditional and the "F" is for fill. If this is accepted then one applies for a LOMR-F.

Corrections to Subdivision Checklist Notes:

Section I.A.11 and I.C.4: The adjacent zoning and property owners are shown on the Title Page (sheet 1 of 37).

Corrections to Site Plan Review Checklist Notes:

- Section II E.5: This area is on public water and sewer so this is not applicable.
- Section III.H: The building elevations do not need to be submitted for pre-application. Mr. Allen indicated that he may have some conceptual drawings for the Board at the meeting.
- Section III.M: Mr. Allen indicated that they are ready and willing to place any markers the Board may want to see but that they often disappear shortly after placed on the property.
- Section IV.A: A location map is right on the face of the cover sheet. Who wrote that prior memo again?!?
- Section IV.D: The abutting property owners are shown on the cover sheet.

VIL_RESP01511

March 21, 2007

TO: Ken Cole, JBG & H

FROM: Doug Webster, Windham Planning

CC: Roger Timmons, Community Development Director
Lisa Fisher, Planning Board Secretary

RE: Request for legal opinion
Little Falls Contract Zone Agreement
Changes to proposed site layout

I am writing to request an opinion regarding the Contract Zone Agreement for the Village at Little Falls. As you are aware, this agreement was signed in June of 2005. The applicants have already constructed the 24-unit age-restricted building on a separate lot and are at the beginning of the PB review process for the balance of the property.

The signed Contract Zone agreement contains several specific provisions including permitted densities as established in Section 3 on the second page of the agreement. This section specifically states that one building may contain up to 16 units and that the remaining buildings containing up to 4 units. The plans submitted to the Planning Board show two 12-unit buildings. The table below illustrates the changes to the various residential housing types.

Table

<u>Contract</u>	<u>#Units</u>	<u>Now</u>	<u>#Units</u>
Apartments	16	Apartments	24
Duplexes	22	Duplexes	0
Porch Units	13	Porch Units	9
Townhouses	33	Townhouses	33
Expanded	1	Expanded	0
Townhouse		Townhouse	
Cottage	0	Cottage	18
Single Family	0	Single Family	1
Total:	85	Total:	85

Note: The proposed Cottages appear to be duplexes, two units attached at the garages.

Section 5 of the Contract Zone agreement (Status of Approvals/ Amendment) on page 5 specifically discusses the necessary procedural steps for any proposed changes. This section states that the Planning Board has the authority to make changes to the agreement within the established parameters *without* involving the Town Council.

VIL_RESP01512

There appear to be two questions:

- (1) Does the Planning Board have the authority to review/ approve the changes as outlined above, and
- (2) Does the *agreement* need to be changed or can the project be reviewed with the present Contract Zone given the proposed changes and the language in Section 3

Thank you for your help on this matter.

TOWN OF WINDHAM, MAINE
MAJOR AND MINOR SUBDIVISION PLAN APPLICATION FORM –
Preapplication/Sketch Plan
(Ordinance Chapter 213 Article IV)

The preapplication/sketch plan application shall include fifteen (15) copies of each plan, map, or drawing, and any related information which shall be printed or reproduced on paper.

	Check when completed	
	Applicant	Staff
Name of Applicant: HRC – Village at Little Falls, LLC c/o Steve Etzel	X	
Mailing Address: 2 Market Street, Portland, Maine 04101	X	✓
Phone: 207-772-7219	X	✓
FAX: 207-772-7011	X	✓
Email : setzel@questorco.com		✓
Name of Subdivision: Village at Little Falls	X	✓
Street Address: Route 202, Windham Maine	X	✓
Proposed Use: Residential Condominiums	X	✓
Proposed subdivision <u>X</u> Major <u> </u> Minor	X	✓
Amendment to previously approved subdivision plan? Yes <u> </u> No <u>X</u>	X	✓
Total acreage of parcel(s): 8.03 ac	X	✓
Zone (check all that apply) <u> </u> Resource Protection <u>X</u> General Shoreland Development <u> </u> Limited Residential <u>X</u> Stream Protection <u> </u> Aquifer Protection Overlay <u> </u> Industrial Park Overlay <u> </u> Farm <u> </u> Farm Residential <u> </u> Light Density Residential <u> </u> RM Medium Residential <u> </u> Commercial I <u> </u> Commercial II <u> </u> Commercial III <u> </u> Industrial <u> </u> Enterprise Development <u>X</u> Contract; Date Approved 6/01/05	X	✓
Proposed single family cluster development? Yes <u> </u> No <u>X</u>	X	✓
Proposed multi-family cluster development? Yes <u> </u> No: <u>X</u>		
Conditional Use Yes <u> </u> No: <u>X</u>	X	✓
Special Exception Yes <u> </u> No: <u>X</u>	X	✓
The Town will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.		
Contact person/agent: Northeast Civil Solutions, Inc. c/o Lee Allen, PE	X	✓
Mailing Address: 153 US Route One, Scarborough, Maine 04074	X	✓
Phone: 207-883-1000	X	✓
Cell: 207-210-7726	X	✓

VIL_RESP01514

Approved _____
amended _____

FAX: 207-883-1001	X	✓
Email: lee.allen@northeastcivilsolutions.com	X	✓
I certify that I received and read the PLANNING BOARD APPLICATION PROCEDURES AND REQUIREMENTS and that all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.		✓
Signature of Applicant (If signed by applicant's agent, provide written documentation of authority to act on behalf of applicant.) <i>Lee Allen</i>	X	✓
Print or type name and title of signer Lee Allen, P.E., Project Manager	X	✓
Date Prepared: March 2, 2007	X	✓

Subdivision Plan Preapplication/Sketch Plan EXHIBIT CHECKLIST

Please mark each exhibit in the application as follows:

EXHIBIT	1	Soils ✓
EXHIBIT	2	Covenants and Easements ✓
EXHIBIT	3	Community Facilities and Utilities ✓
EXHIBIT	4	Description of Project ✓
EXHIBIT	5	Cluster Development NA
EXHIBIT	6	Right, Title, or Interest ✓
EXHIBIT	7	Corporate or Partnership Status ✓

See 3-ring binder

VIL_RESP01515

Subdivision Plan Preapplication/Sketch Plan Application

A preapplication/sketch plan must be submitted and shall show, in simple sketch form, neatly done, the proposed layout of streets, lots, and other features in relation to existing conditions (Section 213-6.B. and, if a proposed cluster development, Section 140-36). The preapplication/sketch plan shall include the existing data listed below:

	Check when completed	
	Applicant	Applicant
I. SUBDIVISION PLAN DRAWINGS AND MAPS showing or accompanied by the following information:		
A. Subdivision Plan drawings		Sheet #3
1. Number and date all sheets and provide space for revision dates	X	✓
2. Show all dimensions in feet and decimals, drawn to a scale of not more than one hundred (100) feet, preferably forty (40) feet, to the inch	X	✓
3. Layout of lots and other features in relation to location of open drainage courses, wetlands, stone walls, graveyards, fences, stands of trees, and other important or unique natural areas and site features, including but not limited to floodplains, deer wintering areas; significant wildlife habitats, fisheries, scenic areas; habitat for rare and endangered plants and/or animals; unique natural communities and natural areas; sand and gravel aquifers; and historic and/or archaeological resources; together with a written description of such features (Section 213-6.B.)	X	✓
4. Boundary lines (Section 213-6.B.1.)	X	✓
5. Location and width of existing and proposed easements (Section 213-6.B.2.)	X	✓
6. Location, name, and right-of-way width of existing and proposed streets on and adjacent to the property (Section 213-6.B.3.)	X	✓
7. Walks, curbs, gutters, culverts and other known and located underground structures, within and immediately adjacent to property (Section 213-6.B.4.)	X	✓
8. Utilities (Section 213-6.B.5.)	X	✓
a. Location and size of proposed and existing sewer and water mains		✓
b. Location of fire hydrants, electric, and telephone poles	X	✓
c. Location of proposed and existing streetlights	X	✓
9. Soil test data, accompanied by a written description, identified as EXHIBIT 1 , adequate to show that the subsurface soil conditions on the tract will accommodate the proposed development (Section 213-6.B.6.)	X	✓
10. Existing land use on and adjacent to the property (Section 213-6.B.7)	X	
11. Show the entire parcel(s) and zoning on and adjacent to property	X	✓

Sw. land
have
plan

Adjacent
Land Use
not shown

VIL_RESP01516

Approved _____
Amended _____

	Check when completed	
	Applicant	Applicant
12. Location of temporary markers adequate to enable the Planning Board to locate readily and appraise the basic layout of the site in the field (Section 213-8.B.13.)	X	
B. Title Block		✓
1. Identify plan as "Subdivision Plan", "Amended" if applicable	X	✓
2. Name of the project (Section 213-6.B.8.)	X	✓
3. Name(s) and address(es) of owner(s) of record and applicant (Section 213-6.B.8.)	X	✓
4. Name(s) and address(es) of plan designer(s)	X	✓
C. Plan References		✓
1. North arrow (using Maine State Grid) (Section 213-6.B.8.)	X	✓
2. Graphic map scale (Section 213-6.B.8.)	X	✓
3. Purpose of existing and proposed easements (Section 213-6.B.2.)	X	✓
4. Names of adjoining property owners (Section 213-6.B.8.)	X	
5. Name(s) and address(es) of plan designer(s)	X	✓
D. Utility Notes		✓
If sewer or water mains are not on or adjacent to the site, indicate the distance to and size of nearest mains (Section 213-6.B.5.)	X	✓
E. Additional Information Notes		✓
Any additional or general plan notes	X	✓
II. GENERAL INFORMATION		
A. Existing zone(s) of the site: <u>Contract</u>	X	✓
Shoreland District Yes <u>X</u> No <u> </u> Type <u> </u>	X	✓
Overlay District Yes <u> </u> No <u> </u> Type <u> </u>	X	NA
Contract Yes <u>X</u> No <u> </u> Date Approved <u>6/01/05</u>	X	✓
B. Attach, as <u>EXHIBIT 2</u>, summary list and copies of all existing covenants (Section 213-6.C.1.), easements, or other burdens for this property. Reference each easement to the plan or drawing on which it is shown.	X	✓
C. Attach, as part of <u>EXHIBIT 1</u>, a medium intensity standard soil survey (Section 213-6.C.2.)	X	
D. Attach, as <u>EXHIBIT 3</u>, a written description of available community facilities and utilities (Section 213-6.C.3.)	X	✓
III. PROJECT DESCRIPTION		
A. Attach, as <u>EXHIBIT 4</u>, a written description of the overall project, including number of lots, typical lot width and depth, price range, business areas, playgrounds, park areas, other public areas, proposed protective covenants, and proposed utilities and street improvements (Section 213-6.C.4.)	X	✓
B. Name, approval date, amendment date, and lot number (if applicable) of previously approved subdivision (if applicable)	NA	NA

Measure
of
Status

See Exhibit
1

VIL_RESP01517

Approved _____
Amended _____

TOWN OF WINDHAM, MAINE
SITE PLAN APPLICATION FORM – Preapplication/Sketch Plan
 (Ordinance Section 140-38 A-C)


The preapplication/sketch plan application shall include fifteen (15) copies of each plan, map, or drawing, and any related information, which shall be printed or reproduced on paper.

	Check when completed	
	Applicant	Staff
Name of Applicant: HRC – Village at Little Falls, LLC. c/o Steve Etzel	X	✓
Mailing Address: 2 Market Street, Portland, Maine 04101	X	✓
Phone: 207-772-7219	X	✓
FAX: 207-772-7011	X	✓
Email: setzel@questorco.com	X	✓
Name of Project: Village at Little Falls	X	✓
Street Address: Route 202, Windham, Maine	X	✓
Proposed Use: Residential Condominiums	X	✓
Amendment to previously approved site plan? Yes _____ No <u>X</u>	X	✓
Total acreage of parcel(s): 8.03 ac	X	✓
Zone (check all that apply)	X	✓
<input type="checkbox"/> Resource Protection <input checked="" type="checkbox"/> General Shoreland Development		
<input type="checkbox"/> Limited Residential <input checked="" type="checkbox"/> Stream Protection		
<input type="checkbox"/> Aquifer Protection Overlay <input type="checkbox"/> Industrial Park Overlay		
<input type="checkbox"/> Farm <input type="checkbox"/> Farm Residential		
<input type="checkbox"/> Light Density Residential <input type="checkbox"/> RM Medium Residential		
<input type="checkbox"/> Commercial I <input type="checkbox"/> Commercial II		
<input type="checkbox"/> Commercial III <input type="checkbox"/> Industrial		
<input type="checkbox"/> Enterprise Development <input checked="" type="checkbox"/> Contract; Date Approved 6/01/05		
Conditional Use Yes _____ No <u>X</u>	X	✓
Special Exception Yes _____ No <u>X</u>	X	✓
The Town will correspond with only one contact person/agent for this project. Please provide the requested information regarding the contact person/agent.		
Contact person/agent: Northeast Civil Solutions, Inc. c/o Lee Allen, PE	X	✓
Mailing Address: 153 US Route One, Scarborough, Maine 04074	X	✓
Phone: 207-883-1000	X	✓
Cell: 207-210-7726	X	✓
FAX: 207-883-1001	X	✓
Email: lee.allen@northeastcivilsolutions.com	X	✓

VIL_RESP01519

Approved _____
 Submitted _____

File No. _____

I certify that I received and read the PLANNING BOARD APPLICATION PROCEDURES AND REQUIREMENTS and that all the information in this application form and accompanying materials is true and accurate to the best of my knowledge.		
Signature of Applicant (If signed by applicant's agent, provide written documentation of authority to act on behalf of applicant.) 	X	✓
Print or type name and title of signer Lee Allen, P.E. Project Manager	X	✓
Date Prepared March 2, 2007	X	✓

Site Plan Preapplication/Sketch Plan EXHIBIT CHECKLIST

Please mark each exhibit in the application as follows:

EXHIBIT	1	Project Description - See SD- Ex #4
EXHIBIT	2	Covenants and Easements - SD Ex. #2 + Sheet 3
EXHIBIT	3	Access to the Property ✓
EXHIBIT	4	Soils - See Exhibit #1 of SD
EXHIBIT	5	Right, Title, or Interest - See Ex. #6 of SD
EXHIBIT	6	Corporate or Partnership Status - See Ex. #7 of SD
EXHIBIT	7	Community Facilities and Utilities - See Ex. #3 of SD

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Site Plan Preapplication/Sketch Plan Application

A preapplication/sketch plan must be submitted and shall show, in simple sketch form, neatly done, the proposed layout of streets, and other features in relation to existing conditions. The preapplication/sketch plan shall include the information listed below:

	Check when completed	
	Applicant	Staff
I. PROJECT DESCRIPTION		
Attach, as EXHIBIT 1 , a written description of the overall project, including:	X	✓
A. objectives and proposed uses of property		
B. name, approval date, amendment date, and lot numbers of previously approved subdivision the site plan is in (if applicable)	X	NA
C. Assessor's Office Tax Map(s) and Lot Number(s)	X	✓
D. Existing land use	X	✓
II. Section 140-38.A.1-8.		
A. Boundary lines	X	✓
B. Attach, as EXHIBIT 2 , summary list and copies of all existing covenants, easements, or other burdens for this property. Reference each easement to the plan or drawing on which it is shown.	X	✓
C. Show the entire parcel(s), plus streets, private ways or roads, on and adjacent to property. Include name and right-of-way width and location on any property proposed for development. If access to the site is proposed on or off a private way or private road, attach, as EXHIBIT 3 , a title opinion, meeting generally acceptable standards, proving right of access to the site.	X	NA
D. Walks, curbs, gutters, culverts and other known and located underground structures, within and immediately adjacent to property	X	✓
E. Existing utilities on or adjacent to the tract:	X	
1. Location and size of all proposed and existing sewer and water mains. If mains are not on or adjacent to the site, indicate the distance to and size of nearest mains.		✓
2. Location of fire hydrants, electric, and telephone poles	X	✓
3. Location of proposed and existing streetlights	X	✓
4. Location of proposed and/or existing water or sewer lines. If proposed and/or existing water and sewer mains are not on or adjacent to the tract, indicate the distance to and size of nearest ones.	X	✓
5. Location of existing and proposed wells, septic systems, and subsurface drainage systems on and adjacent to property	X	
F. Attach as EXHIBIT 4 a medium intensity soils report, including a written description of soil test data and interpretation of engineering properties that show conditions on the property will accommodate the proposed development.	X	

See SD Exhibit #1

VIL_RESP01521

Approved _____
Signed _____

Application Fee _____